

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PERSONNEL MANAGEMENT SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a human resources program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title – Personnel Management Specialist-2

Personnel Management Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

Position Code Title – Personnel Management Specialist-3

Personnel Management Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

Position Code Title – Personnel Management Specialist-4

Personnel Management Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to an executive.

First-level specialists are classified at the advanced level of the Personnel Management Analyst job.

JOB CONCEPTS

Specialist jobs are evaluated by the Appointing Authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors of job complexity, program or specialty scope, and impact to determine the classification level.

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, department-wide, agency-wide or the equivalent in scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

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Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, department-wide, agency-wide or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind-within the organization.

Administrative Assistant jobs have the predominant and essential function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity, and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings and otherwise assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedure development.

Participates in budget development.

Represents the official at meetings.

Specialist

Appoints, promotes, transfers, suspends, and separates employees in the classified state service.

Counsels employees on rights, benefits, and opportunities for advancement.

Determines proper allocation of positions for establishment or refinement of classification systems, and designs job evaluation and compensation plans.

Evaluates selection methods and confers with resource persons to determine the best means of selecting and ranking applicants for specific classes.

Consults with counties, cities, and townships in the establishment or refinement of classification systems.

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Develops criteria for job performance evaluations, collects and analyzes data relating to examination scores and job performance, and draws conclusions concerning test validity.

Conducts departmental hearings on employee grievances, including discipline, classification, and examination grievances.

Develops equal opportunity programs and affirmative action plans.

Locates areas of training needs in state departments and develops training materials and manuals.

Interprets rules and regulations to personnel officers, individuals, and employee organizations.

Formulates procedures, policies, and guidelines for assigned personnel management programs.

Performs duties of unusual significance or importance to the Department.

Makes recommendations in areas of expertise.

Develops program goals and plans for implementation.

Develops alternative strategies for programs based on analysis and research in an assigned specialty area.

Acts as a liaison with other agencies, organizations, and employees to coordinate personnel management programs.

Plans and coordinates the training of staff in personnel management activities.

Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.

Conducts special projects and studies.

Prepares budgets.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

Some jobs require travel.

Some jobs are located in hospitals, juvenile detention centers, mental health facilities, or prison facilities.

Some jobs function in adversarial situations.

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Physical Requirements

None.

Education

Possession of a bachelor's degree in any major.

Experience

Four years of personnel management experience, including two years of experience equivalent to a Personnel Management Analyst P11.

OR

One year of experience equivalent to a Personnel Management Analyst 12.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PERMGTSPL

Job Code Description

Personnel Management Specialist

Position Title

Personnel Management Specialist-2

Personnel Management Specialist-3

Personnel Management Specialist-4

Position Code

PERSPL2

PERSPL3

PERSPL4

Pay Schedule

NERE-182

NERE-186

NERE-188

ECP Group 2
Revised 5/22/02
VT/VLWT/asw/Team Leaders